

# Frederick Irwin Anglican School

A School of the Anglican Schools Commission (Inc)



## PRIVACY POLICY

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1. **YOUR PRIVACY IS IMPORTANT**

- 1.1 This statement outlines the policy on how Frederick Irwin Anglican School uses and manages personal information provided to or collected by the School.
- 1.2 Frederick Irwin Anglican School is bound by the *Privacy Act*, the *Privacy Amendment (Enhancing Privacy Protection) Act (December 2102)* and the *Australian Privacy Principles* contained therein.
- 1.3 Frederick Irwin Anglican School may, from time to time, review and update this Privacy Policy to take account of new laws and technology changes to the School's and the Anglican Schools Commission's (ASC's) operations and practices, and to ensure it remains appropriate to the ever-changing school environment.

2. **WHAT KIND OF PERSONAL INFORMATION DOES FREDERICK IRWIN ANGLICAN SCHOOL COLLECT AND HOW DO WE COLLECT IT?**

- 2.1 The type of information the School collects and holds includes personal information, including sensitive information, about:
  - Students and parents/guardians before, during and after the courses of a student's enrolment at the School.
  - Job applicants, staff members, School Council members, volunteers, alumni, visitors and contractors.
  - Other people who come into contact with the School.

In accordance with the Australian Privacy Principle 3 – Collection of Solicited Personal Information – the School seeks to collect only personal information that is 'reasonably necessary for or directly related to' one or more of its functions or activities.

- 2.2 ***Personal information provided by parents/guardians as well as students:*** The School will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people, other than parents and students, provide personal information. Personal information includes, but is not limited to: names, addresses and other contact details; dates of birth; next of kin; financial information; photographic images; school reports and attendance records.
- 2.3 ***Personal information provided by other people:*** In some circumstances, the School may be provided with personal information about an individual from a third party, e.g. a medical report or reference from another School.
- 2.4 ***Unsolicited Personal Information:*** If the School receives information that is unsolicited it is under obligation to determine whether it could have obtained that same information if it (the School) had solicited it. If the information could have been collected, then it will be used in the same way information gathered in 2.2 is used; if not then it will be destroyed or de-identified as soon as practicable but only if it is lawful and reasonable to do so.
- 2.5 ***Exception in relation to employee records:*** Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, the Frederick Irwin Anglican School Privacy Policy does not apply to the School's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the School and the employee.

3. **HOW DOES FREDERICK IRWIN ANGLICAN SCHOOL USE THE PERSONAL INFORMATION PROVIDE TO IT BY PARENTS/GUARDIANS, STUDENTS AND OTHERS?**
- 3.1 The School collects personal information, including sensitive information, for the primary purpose of enabling it to provide proper schooling for its students and to provide adequate duty for care for its students and staff members, and for such secondary purposes which are related to this primary purpose or for which consent has been given.
- 3.2 The purposes for which the School uses personal information of students and parents include:
- Providing education, pastoral care, extra-curricular activities and health services.
  - Keeping parents informed about matters related to their child's schooling, through correspondence, newsletters, the School Year Book, the School web page and other School publications.
  - General day to day administration of the School, including for insurance purposes.
  - School day to day operations, including staff training, planning, research and statistical analysis.
  - Caring for students' educational, social, spiritual and medical well-being.
  - Marketing, seeking donations for the School.
  - Satisfying the Anglican Schools Commission's and the School's legal obligations and allowing the School to discharge its duty of care and child protection.
  - The employment of staff and engagement of volunteers.
  - Supporting the activities of parent support groups.
- 3.3 Where personal information is requested by the School but not obtained, the School may not, as a result, be in a position to enrol a student or continue the enrolment of a student or permit the student to take part in a particular activity.
- 3.4 **Job applicants, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, the School's primary purpose of collection is to assess, and if successful, engage, the applicant, staff member or contractor, as the case may be.
- 3.5 The purpose for which the School uses personal information of job applicants, staff members and contractors include:
- Administering the individual's employment or contract as the case may be
  - Insurance
  - Seeking funds and marketing for the School
  - Satisfying the School's legal obligations, for example, in relation to child protection legislation.
- 3.6 **Volunteers:** The School also obtains personal information about volunteers who assist it in its functions and in relation to associated activities such as the ex-students associations, parents' associations and other School endorsed groups and clubs, all of which contribute to enable the School and such volunteers to work together.
- 3.7 **Marketing and Fundraising:** The School treats marketing and the seeking of donations for the future growth and development of the School as an important part of ensuring the School community continues to be a quality teaching and learning environment in which both students and staff thrive. Personal information held by the School may be disclosed to an organisation which assists the School's fundraising e.g. parents' associations, ex-students associations, Independent Fund Raising Companies, clubs and associated bodies.

Parents, staff, contractors and other members of the wider school community may, from time to time, receive fundraising information. School publications such as the Newsletter and School Yearbook can include personal information which may be used for marketing purposes.

#### 4. **TO WHOM MIGHT FREDERICK IRWIN ANGLICAN SCHOOL DISCLOSE PERSONAL INFORMATION?**

4.1 The School may disclose personal information, including sensitive information, held about an individual to:

- Another school
- Anglican Schools Commission
- Government departments
- Police
- Medical practitioners
- People providing services to the School, including specialist visiting teachers (e.g. instrumental music tutors), counsellors and sports coaches
- Recipients of School publications such as newsletters and Year Book
- Parents
- Anyone who has received authorisation to have such information disclosed to them
- Parent class assistants (class lists, names and contact phone numbers)
- Volunteers (at camps, for example)
- Bodies and clubs associated with the School
- Anyone to whom the School is required to disclose the information by law

4.2 The School will not send personal information about an individual outside Australia without:

- First obtaining the consent of the individual
- Otherwise complying with the Australian Privacy Principles

#### 5. **HOW DOES FREDERICK IRWIN ANGLICAN SCHOOL TREAT SENSITIVE INFORMATION?**

5.1 Sensitive information refers to information relating to a person's:

- Government identifiers
- Nationality
- Country of birth
- Languages spoken at home
- Racial or ethnic origins
- Political opinions and membership of a political organisation
- Religious beliefs and affiliations
- Philosophical beliefs
- Trade union or other professional or trade association membership
- Sexual preferences
- Criminal record
- Family Court Orders
- Health information
  - A wide range of health information may be collected, including medical records, immunisation details, individual action plans, psychological reports, dietary requirements and relevant information about disabilities.

5.2 The School collects sensitive information only as reasonably necessary for one or more of the functions or activities listed in 3.2 if the School has the consent of the individuals to whom the sensitive information relates, or if the collection is necessary to lessen or prevent a serious threat to life, health or safety, or another permitted general situation (such as locating a missing person) or permitted health situation (such as the collection of health information to provide a health service) exists.

- 5.3 If the School does not have the relevant consent and a permitted health situation or permitted general situation does not exist, then it may still collect sensitive information provided it relates solely to individuals who have regular contact with the School in connection with its activities. These individuals may include students, parents, volunteers, former students and other individuals with whom the School has regular contact in relation to its activities.
- 5.4 Sensitive information requires a higher standard of protection. It will be used and disclosed only for the purposes for which it will be provided or for a directly related secondary purpose unless the individual directs otherwise or the use or disclosure of the sensitive information is allowed by law.

## 6. **MANAGEMENT AND SECURITY OF PERSONAL INFORMATION**

- 6.1 Frederick Irwin Anglican School respects the confidentiality of students' and parents'/guardians' personal information and the privacy of individuals.
- 6.2 The School has processes and procedures in place to protect the personal information the School holds from misuse, interference or loss, unauthorised access, modification or disclosure. These include the locked storage of paper records and password access rights to computerised records.
- 6.3 Internal modifications may not be made to personal information held either in computerised records or in the vertical file unless authorised specifically by the Principal or the person to whom the Principal has formally delegated such authority.

## 7. **UPDATING PERSONAL INFORMATION**

- 7.1 The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date.
- 7.2 Personal information held by the School may be updated at any time by the person who provided that information. This is done directly and in writing through the Principal's Personal Assistant.
- 7.3 All personal information is deleted from the School database when that information is no longer necessary. Information will be kept until such time as a former student would have reached the age of twenty-five. As a general rule, the seven year statutory limit applies.
- 7.4 The School may hold records for archival purposes.

## 8. **YOU HAVE THE RIGHT TO CHECK WHAT PERSONAL INFORMATION THE SCHOOL HOLDS ABOUT YOU**

- 8.1 Under the Commonwealth Privacy Act, any person – student, parent/guardian, contractor, employee applicant – has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy.
- 8.2 Students will generally be able to access and update any information the School holds about them through their parents/guardians. Older students (16 years or above) may access the information themselves (refer to 9.4 below).
- 8.3 Requests for access to all personal information held by the School are to be made in writing to the Principal. The School reserves the right to charge a fee for retrieval of such information if this involves more than standard procedure. Such a fee would cover the cost of locating, retrieving, reviewing, verifying and copying any material requested.

8.4 if the School is unable to provide the requested information, a written notice explaining the circumstances of the refusal will be provided.

9. **CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF STUDENTS**

9.1 Frederick Irwin Anglican School respects the right of every parent/guardian to make decisions concerning his/her child's education.

9.2 As a general rule, the School will refer any requests for consent and notices in relation to the personal information of a student to that student's parent/guardian. The School will treat consent given by parents/guardians as consent given on behalf of the student, and notice to parents/guardians will act as notice given to the student.

9.3 Parents/guardians may seek access to personal information held by the School about them or their child by contacting the Principal. However, there will be occasions when access to such information will be denied. Such occasions would include where release of information would have an unreasonable impact on the privacy of others or where the release of such information may result in a breach of the School's duty of care to the student.

9.4 On the request of a student, the School may, in exceptional circumstances and at the discretion of the Principal, grant that student access to information held by the School about them independent of their parents/guardians. This would be done only after the School had assessed the relative maturity of the student and/or if the student's personal circumstances so warranted.

10. **ENQUIRIES AND COMPLAINTS**

10.1 Should there be any queries about the way in which personal information the School holds is managed or should you wish to make a complaint because you believe the School has breached the Australian Privacy Principles, please contact the School's Privacy Officer by:

Email: [privacy@fias.wa.edu.au](mailto:privacy@fias.wa.edu.au)

Telephone: (08) 9537 0000

Fax: (08) 9537 0099

Mail: PO Box 687. Mandurah, 6210

10.2 The School will investigate complaints and notify the complainant of any decision in relation to the complaint as soon as practicable after it has been made (usually within 30 days).

10.3 If practical, an inquiry or complaint can be made anonymously or by using a pseudonym to the School's Privacy Officer. However, if the inquirer or complainant chooses not to identify him/herself, it may not be possible to give the information or provide the information that might otherwise be received if it is not practical to do so.